

City Offices Are Moving!

In preparation for the New City Hall/Police Station construction, City services will be relocating in late November and early December 2013.

City Hall will be closed at 12:00 noon on Friday, December 6 through Monday, December 9 for office moves.

On Tuesday, December 10, "Suite 17" will be open for service.

Suite 17, 609 W. Washington St.

Next to the Police Station in the Sequim Village Shopping Center

- ♦ **Administrative Services**
- ♦ **Accounting/Finance**
- ♦ **Information Technology**
- ♦ **Deputy Chief of Police and Detectives**



Go to this office if you need to:

- Pay utility bills
- Pick up a water quality test kit
- Clallam Transit information or purchase a bus pass
- Apply for a business license
- Accounts payable
- Payroll
- Buy City merchandise

Beginning on November 26, the City Attorney and Communications offices will be open for service at the City's new Sequim Avenue location. The City Manager, City Clerk and Human Resources will be relocated by the second week in December.

226 N. Sequim Avenue

Former Head Start building at Sequim Avenue and Spruce St.

- ♦ **City Manager**
- ♦ **City Attorney**
- ♦ **City Clerk**
- ♦ **Human Resources**
- ♦ **Communications & Marketing**



Go to this office if you need to:

- Apply for a passport
- Service of process & claims
- Volunteer
- File a public records request
- Apply for a position
- Make a donation (see map on opposite side)



Directions:

From Old City Hall to Suite 17: Follow west on Cedar St. to 5th Avenue. Turn left on 5th Avenue, and right onto Washington Street. Turn left into the Sequim Village Shopping Center. Suite 17 is in the southeast corner of the complex, in between the Police Station and 5th Avenue Furniture.

From Old City Hall to 226 N. Sequim Avenue: Follow east on Cedar St. to Sequim Avenue. Turn left on Sequim Avenue. Turn right into parking lot before Spruce St.

From Old City Hall to Public Works and Community Development: Follow west on Cedar St. to 5th Avenue. Turn right on 5th Avenue. Turn left into the parking lot after the wooden fence.

The following City Offices are NOT moving:

- ♦ **Police Department**—Suite 16, 609 West Washington in the Sequim Village Shopping Center
- ♦ **Public Works**—615 North 5th Avenue
- ♦ **Community Development**—615 North 5th Avenue

Other City Facilities:

- ♦ **City Shop**—169 West Hemlock Street
- ♦ **Waste Water Treatment Plant**—247 Schmock Road

